



Position Vacancy: Lower School Principal

(Start Date August 1, 2021)

The Opportunity

The Lower School (LS) Principal is appointed by and reports to the Director and is the senior administrator in the Lower School. The Lower School Principal is a member of the Senior Leadership Team of the whole school.

The LS Principal has direct responsibility for all matters relating to the educational program for Early Years to Grade 5. The Principal liaises with the Director on matters of admissions, curriculum, and staffing, timetabling and budget requirements. The LS Principal also works with the Director to ensure continuity and consistency in the educational programmes throughout the whole school. The primary task is to develop and improve student learning through effective pedagogical leadership.

The ideal candidate enjoys working with people and has a personality reflecting the demands of the education profession (e.g., patience, understanding, care, etc.). He or she will possess a high level of knowledge of instructional supervision and curriculum development, a thoughtful understanding of 21st century learning with purposeful use of technology, and well-developed leadership skills based on mutual respect towards student learning and collegial well-being.

Applicants: Please peruse our website (<https://www.is-ulm.de>) to familiarize yourself with ISU, and if you feel like you fit the desired profile, please submit your application to apply@is-ulm.de, and CC to Liam Browne, Director l.browne@is-ulm.de

The deadline for applications is December 11, 2020. However, please be aware that applications will be processed as they are received, and shortlisted candidates will be interviewed in person or via Skype when identified. ***Please note that ISU reserves the right to appoint an ideal candidate if circumstances advise it, so applicants are advised to submit applications as soon as possible to ensure consideration.***

The Person

We are looking for a person who has..

- a passion for learning
- a depth of pedagogical understanding

- experience in an IB PYP school
- experience in a senior leadership position in a school, preferably in an international school
- the ability to build positive relationships with all members of the learning community
- a high level of literacy in the use of technology to enhance and redefine learning
- experience with inquiry based teaching and learning
- a belief in inclusive education
- be open to some small group or limited teaching
- experience in teacher appraisal and evaluation
- experience with school accreditation and evaluation
- a good understanding of school-wide formative and summative assessment
- experience living and working outside own culture
- the ability to lead by example
- a willingness to spend less time in the office and more time in classrooms talking to children and teachers about learning
- the ability to work with a diverse population of staff, students and parents
- patience, flexibility, humility and the ability to see the funny side of things

Expectations

As the educational leader and operational head of the Lower School, it is expected that the Lower School Principal will:

- demonstrate an explicit commitment to the Guiding Statements of ISU:
- exhibit a broad and deep understanding of school administration and management in an international context;
- keep abreast of educational developments and research;
- communicate effectively with all school constituencies;
- serve as an effective ambassador for the school both locally and internationally;
- maintain an effective working relationship with the Director and other members of the Senior Leadership Team based on mutual respect, trust and confidentiality;
- exhibit and model a respect for the culture, languages, beliefs and people within the school community.

Duties and Responsibilities

The duties and responsibilities of the Lower School Principal include, but are not limited to:

Leadership/ Administration:

- Holds regular meetings of teachers and academic assistants to deal with matters of interest and significance relating to the work of the LS.
- Works with the Leadership team on construction of the whole-school calendar.
- Ensures on an ongoing basis that dates for all activities specifically involving the LS are entered into the calendar.
- Works with the Director in construction of the timetable.
- Oversees the maintenance of all student files, records and class-lists.

- Assists in the development of a master plan for development of the LS in line with the School's overall goals, both short-term and long-term.
- Oversees the planning and running of special events.

Communication:

- Coordinates and implements appropriate orientation and information sessions for students, parents, staff and members of the wider school community.
- Liaises with parents and PTG (parent/teacher group) to ensure sound relationships are developed, and facilitates appropriate contact between staff and parents.
- Ensures LS staff develops regular and consistent written communication to parents.
- Conducts regular larger-scale meetings with parents such as information evenings, open house, etc.
- Meets with LS parents who have specific interests or concerns.
- Is responsible for the submission of articles for the Newsletter or other school publications.
- Ensures that the LS is promoted through appropriate articles in external publications.
- Liaises with other international schools in order to enhance both the school's development & its profile.
 - Meets regularly with the Director/MSUS Principal to ensure a whole-school focus.
 - Channels to the Director suggestions for curricular and institutional development.
 - Regularly briefs the Director on all matters of significance pertaining to the LS.

Staff:

- Oversees the work of team leaders and subject coordinators
- Implements the School's agreed appraisal scheme for evaluation of all LS teachers and assistants.
 - Serves on the Health, Safety, Security and Health (HSSE) Committee
 - Provides information to the Director as requested when contract renewal for LS teachers and academic assistants is being considered.
 - Assists the Director in the hiring of local and overseas teaching staff and academic assistants.
 - Ensures that LS teachers receive appropriate support in the performance of their duties.

Professional Development:

- Encourages LS staff to take full advantage of the professional development opportunities available.
- Where appropriate conducts internal in-service sessions or arranges for the involvement of qualified presenters.
- When teachers have attended in-service sessions away from the school, ensure that appropriate reports are presented to ensure effective communication of ideas.
- Sets own personal and professional goals, reviews these with the Director and monitors progress towards them.

Curriculum and Assessment development and documentation:

- Develops and implements an appropriate educational curriculum in line with the school's mission statement, aims and objectives.
- Assists the Director in the construction and implementation of a Whole-School curriculum strategic review plan.
- Initiates, publishes and updates curriculum and assessment guides which summaries the educational program, for issue to teaching staff and the parent community.
- Ensures the effective delivery of the curriculum.
- Maintains an awareness of current curriculum developments.
- Develops and reviews assessment and reporting procedures and monitors the issue of semester and year-end report cards.

Students:

- Liaises with the Office staff, Learning Support Teacher and Director about student entry into, placement in and withdrawal from the school.
- Manages new student orientations.
- Ensures that appropriate documentation is provided for leaving students.
- Arranges appropriate meetings and assemblies of the student body as well as parent-teacher and student-led conferences.
- Ensures enforcement of policies and regulations related to student attendance, welfare and conduct.
- Ensures that due attention is paid to student rights and responsibilities.
- Ensures that clear student expectations and guidelines are published.
- Establishes guidelines for student activities and field trips.
- Works through the SLT to ensure that the safety and well-being of LS students are safeguarded.

Finance:

- Assists the DOFA and Director in the preparation and management of the LS budget.
- Informs the DOFA and Director on all aspects of financial management of the educational program for the LS.
- Informs the DOFA and Director about the supply of educational materials to the LS.

Teaching and Other Duties:

- Attends all meetings as required by the Director and develops reports where required.
- Performs other duties appropriate to the role as assigned by the Director